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~~TOP SECRET~~

MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE OVERT PROCEDURES
Third Meeting held 25 April 1949
1100, Room 227 Administration Building

Present: John Warner

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- General Counsel
- Budget Office
- Services Office
- Personnel Office
- Management Office
- Inspection and Security

1. The minutes of the previous meeting were accepted without change.

2. The propriety of using "CIA" in the pagination of the manual page was questioned from a security standpoint. The trend to eliminate "CIA" designation from forms was to be investigated and a report made at the next meeting.

3. A discussion of categories under which manual issuance would be grouped followed. A formal vote of the Committee determined that "correspondence" should not be included under "communications". Informal Committee agreement was reached on the following category groupings:

- (1) Manual Instructions
- (2) Organization and Functions
- (3) Budget and Finance
- (4) Communications
- (5) Correspondence and Files
- (6) Personnel and Medical Services
- (7) Property and Supply *Supply and General*
- (8) Security
- (9) Travel and Transportation
- (10) Liaison
- (11) Operations

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4. The Committee decided that it would not be desirable to limit the category titles to one word.

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5. It was felt that delegations of authority would be individually issued in the appropriate sections of each of the above categories.

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6. It was agreed to table the question of kind and color of tabs until the next session when Services Office would bring in samples.

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7. The meeting adjourned with agreement that each member would develop for the next meeting a list of subject headings grouped under the

above accepted categories which subject headings would be representative of operations in his organizational area.

Recorder

Date

ATTACHMENT 2 OFFICE

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